

Date:

Recipient's Name, address, etc

Subject: Sick Leave

Dear

In accordance to the Policy on Sick Leave, the following information and request is being submitted for your review and response.

After a review of your attendance record, there have been a total of _____ days of absenteeism due to calling in sick for the time period _____ through _____. While the Company does not routinely require medical certification to excuse an employee from work due to illness, injury or doctor's appointments, this does not relieve the employee of the responsibility to notify his/her supervisor and provide supporting documentation if an absence persists for three (3) or more days.

In the interest of maintaining good health, the Company highly recommends that employees seek medical attention if the illness persists for three (3) or more days and subsequently provide documentation of the visit upon their return to work.

Because of the number of days you have not been at work due to reported illness or injury, we are requesting that you furnish a medical certification by a licensed medical provider for the following dates from _____ through _____ before any further sick leave will be approved.

The medical certificate (form attached) must be presented to your supervisor immediately **upon your return to work**. Failure to do so will result in NO PAY for days you were absent due to illness and/or injury. Please be advised that from this day forward, you must provide a return to work certificate for all future sick leave absences.

You are hereby notified that the State provides confidential services to help State employees who face personal matters that adversely affect their lives and job performance. Enclosed is a brochure that contains information and a toll free telephone number (1-800-XXX-XXXX) for the Employee Assistance Program (EAP).

Please be advised that if there is no apparent improvement in your absenteeism record, in accordance with the Company's progressive disciplinary policy as well as the policy on sick leave, you will continue to be required to provide medical certifications for all future absences due to illness or injury. Also repeated occurrences may result in disciplinary action, up to and including termination.

Sincerely,

cc: Personnel file